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ADMINISTRATIVE - INTERNAL USE ONLY

*Forma*

Chief, General Procurement Section

12 December 1962

Forms Management Branch, Records Administration, DDS

Faulty Form 1k-2 (manufactured 2-62)

The last commercially procured order of 5,000 Form 1k-2's was found faulty and is hereby rejected. The small number of these forms that got into the system were found to have the offset master in the set upside down. Further spot checking by the Warehouse personnel revealed that the 1k-2's in the Warehouse were likewise faulty.

I have released today another order for a revised version of 1k-2. You may wish to use this information in your negotiations with the manufacturer.

I have not advised the Warehouse as to disposition of the faulty forms pending your negotiations with the manufacturer. Please advise me as to disposition of these forms.

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Concurrence:

*15/*

*12/12/62*

Distribution:

Orig. & 1 - Addressee

1 - FMB File

1 - RMS File

DDS/RAO/FMB/

smb (12 Dec. 62)

*[Signature]*  
*12/12/62*